

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

UNEMPLOYMENT INSURANCE REVENUE SPECIALIST – 47087

Regular Test – No Option

Monthly Salary Range: \$2666 - \$3756

Option SS - Spanish Speaking

All selected options may be listed on one application.

General duties: An Unemployment Insurance Revenue Specialist, performs tasks supportive to the unemployment insurance tax determination process; reviews employer accounts in order to verify accuracy and consistency of agency held data and records; reconciles information maintained within the agency's employer account data systems; assists higher level analysts with account verifications and corrections in compliance with Unemployment Insurance Act. Provides general unemployment insurance information to the public and employers.

Minimum training and experience: Completion of four years of college with major course work in accounting, business, mathematics or related field; or equivalent training and experience.

Knowledges tested: Communications; Technical Report Writing; Reading Comprehension; Mathematics.

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

County in which positions are established: Cook (SS).

(SS) Indicates Spanish Speaking Option is also established in that county.

The above listing indicates positions have been established within this county, and does not represent immediate openings. This listing is based on information currently available and is subject to change.